

Department of Technology Services  
Statewide telecommunications and Network Division



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# JOB OPPORTUNITY

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**Staff Services Manager I (Specialist) \$4746-\$5726**  
**Statewide Telecommunications and Network Division**  
**Contracts Management Section**

**Job Description:**

The Statewide Telecommunications and Network Division (STND), Contract Management Section is seeking well-qualified candidates to fill a permanent full-time Staff Services Manager I (Specialist) position. Under the general direction of the Staff Services Manager II, the Staff Services Manager I (Specialist) will direct and coordinate a variety of tasks associated with the analysis, development, procurement, and management oversight of the four CALNET II statewide telecommunications Master Contracts serving the telecommunications needs of State, local, and federal government agencies.

**Essential Functions:**

The SSM I (Specialist) leads Contractor/Customer/staff coordination, prepares complex analytical and report documents and performs the more complex work, both written and oral; assigns a variety of related work to staff; resolves related issues, and escalates significant, sensitive issues to the SSM II. Duties include, but are not limited to:

- Advising State and local government agencies (Customers) in the appropriate use of each CALNET Contract
- Managing the resolution of contract issues by coordinating with Customers, Legal, Procurement, Contractors and others to resolve issues and ensure compliance with contract requirements
- Facilitating/coordinating activities between parties associated with transition, migration, or transfer of services between Contracts including Contractors, Customers, and STND staff
- Coordinating/directing the Contractor regarding their compliance with Business Relationships, Annual Business Plan, and other requirements as defined in the Contracts
- Researching, evaluating and coordinating complex amendments for the four CALNET II contracts; assigns related tasks to staff as appropriate
- Reviewing, analyzing and validating Fiscal Management Reports, Administrative Fees, and application of service taxes, fees, surcharges, and surcredits for contracts in coordination with DTS Fiscal Management staff.

**Desirable Qualifications:**

- Experience in contract management
- Knowledge of State procurement and fiscal management processes
- Excellent interpersonal skills with the ability to develop internal and external relationships with a wide variety of people and personality types
- Reliable/regular attendance

Applications will be accepted from qualified individuals who have transfer, promotional or lateral eligibility. Applications will be screened; only the most qualified applicants will be interviewed. All appointments are subject to SROA/Surplus provisions. **Final filing date is June 16, 2006.** Interested persons must submit a Standard State Application 678 to:

**Department of Technology Services**  
**Statewide Telecommunications and Network Division, Contracts Management Section**  
**Post Office Box 1810**  
**Rancho Cordova, CA**

**Attention: Annette Schubert**  
**(916) 657-9218**

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**RPA 05-137 Position #690-182-4800-xxx**

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"Equal employment opportunity to all regardless of sex, race, ancestry, disability, age, or sexual orientation."